Indiana State Police	
Central Records Division	
Reporting	
Disposition Information	
Disposition Reporting	
IC10-13-3-25 Disposition reports Sec. 25. (a) If a person whose arrest has been reported as required by	
section 24 of this chapter is: (1) transferred to the custody of another criminal justice agency; or (2) released without having an indictment or information filed with	
any court; a disposition report shall be furnished to the department by the agency from whose custody the person has been transferred or released.	
Disposition reports shall be made on forms provided by the department. (b) If an indictment or information is filed in a court, the clerk of the court shall furnish to the department, on forms provided by the	
department, a report of the disposition of the case. (c) A disposition report, whether by a criminal justice agency or a court clerk, shall be sent to the department within thirty (30) days after the	
<u>disposition.</u> As added by P.L.2-2003, SEC.4.	
Dispositions not submitted in a	
timely manner	
Arrest Sentence ISP Receive	
3/26/09 10/26/09 11/15/10 05/9/10 08/20/10 11/04/10	
06/7/10 09/22/10 11/15/10 10/1/09 08/04/10 11/15/10	
When dispositions are over 30 days this has a	
big impact on Firearms Permit Applications, Record Checks and FBI record checks.	

	What should be submitted to	
	Central Records	
•	E-mail addresses -	
•	No Charges Filed -	
•	All Misdemeanor Dispositions -	
•	All Felony Dispositions - Amendments -	
	If a court docket can be sent as PDF via e-mail	
	please send it that way –(mhennigar@isp.in.gov)	
•	Court dockets that are requested – Please send	
	chronological case summary.	
	List of what is needed	
	List of what is needed	
•	Persons name, date of birth, and arrest date on all dockets.	
•	All charges on the docket.	
•	Dispositions – we need guilty, dismissed, date of	
	sentence, amount of time given, amount of time suspended and probation information, etc.	
•	Any handwritten information, please make it legible.	
•	Sending in an order for amending felonies to	
	misdemeanors- <u>Send original charges</u> – this will save	
	time on e-mailing and/or faxing your office.	
	List of items not needed	
•	When a cause number is requested, please	
	only submit the information pertaining to that	
	specific cause number (i.e., no infractions, child support, etc.).	
	Do not send us the R-84's–(Federal Disposition	
	Forms)	
•	Court costs and Court fines.	
•	If a disposition has been sent in electronically	
	we do not need the Criminal 8x8 Fingerprint	
	Card that comes in blank – (see example)	

	R-04 (Rev. 08-31-1969)	FINAL DISPOSIT	ION REPORT	Leave Stank
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	PBI No.	-	Final Disposition & Date (if convicted or subject pleaded guilty to less modification with disposition.)	meer charge, include this
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	IN0640200 PORTAGE PD		Her monarte	MAY 0 6 201
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HIGHLIGHTS

DO'S

- Persons name, date of birth, date of arrest on all dockets.
 Charges needed on all dockets.
- Dispositions need guilty, dismissed, date of sentence, amount of time given, amount of time suspended, and probation information.
- Hand written information must be legible.
- Amendments must have original charge.

• DON'TS

- Information not pertaining to a cause number requested.
- Do not send R-84's (Federal Disposition Forms)
- Court costs and Court fines.
- No Palm Prints with Disposition cards.

	.ast Name:	First Name:	Middle Name:	Birth Date: @@ADE	
OPEN FOR QUESTIONS Disposition Supervisor Mary Hennigar E-mail address: mhennigar@isp.IN.gov Phone number — 317-232-8268	CONN Date Printed:	Booking Officer:	Contributing (Booking) ORI:	TCN:	
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Barbara Eastridge	
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beastridge@isp.IN.gov	
Phone Number: 317-232-8268	
Fax Number: 317-233-8813	